

DDA mag.

2 June 1977

MEMORANDUM FOR: Director of Central Intelligence

FROM :

[Redacted]

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Chairman, Administration Management
Advisory Group (ADMAG)

SUBJECT : ADMAG Suggestions for the DCI

1. Action Requested: None - FYI only - background notes for your meeting with ADMAG.

2. Background: During our meeting with you on 27 May you requested that we further address the issue of personnel "flow-through" and suggest improvements or solutions to concerns identified.

a. We believe that the existing personnel system, e.g., DDA Personnel Management Handbook dated 1975, provides an efficient and effective vehicle to handle the full range of personnel matters.

b. However, we also believe that the achievement of a personnel management system prescribed in existing regulatory issuances, handbooks, and studies, e.g., Personnel Approaches Study Group Report dated 1973, as well as the Annual Personnel Plan and the Personnel Development Program may be often frustrated through a spotty implementation.

3. Recommendations.

a. Employees with the least potential in all grade levels should be identified and appropriate career or adverse action should be taken. This policy is presently in existence, but is not yet being uniformly enforced. It is our suggestion that the DCI take appropriate action to ensure the enforcement of this policy. In the event of adverse action we approve of the present procedure for centralized reviews and recommendations by the Director of Personnel. We feel through this mechanism, positions will be made available for new employees and for the advancement of the employees already on board, provided the Agency personnel ceiling remains relatively constant.

b. We endorse the use of the three year probationary period for new employees and urge that careful consideration be given during the period as to whether the individual should be retained.

c. Seek approval for continued use of the 25 year discontinued service retirement option. This would be especially attractive to those employees enrolled in the CIA Retirement and Disability System.

4. It is noted that the suggestions and recommendations presented above are based upon the personnel experience and perspectives of members of the ADMAG.

ADMAG, [] [] (2 Jun 77)

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